

SAP Business Warehouse/Business Intelligence Reporting

BW/BI Financial InfoCube

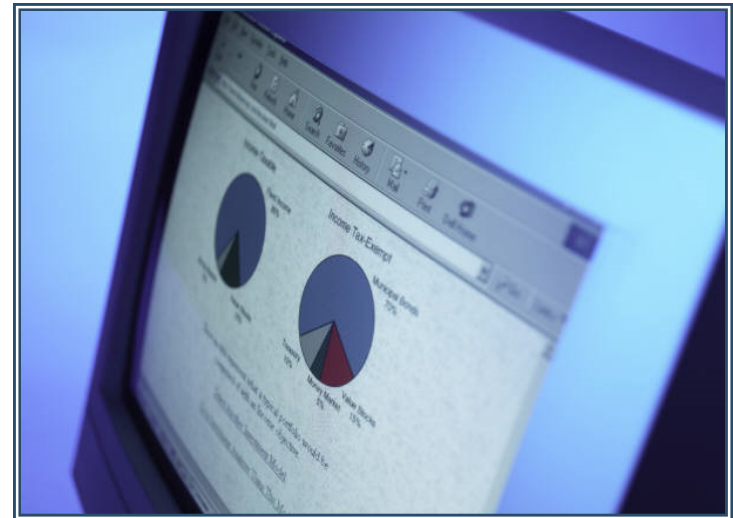
**Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users**

BW/BI Financial InfoCube

The BW/BI Financial InfoCube section provides an overview of the BW/BI Financial InfoCube, including basic steps for running the BW/BI Financial reports and applying user-defined settings to the reports.

Topics covered in this section include:

- BW/BI Financial InfoCube Overview
- BW/BI Financial Reports Overview
- BW/BI Financial Report Variables
- Defining BW/BI Financial Report Variables
- User-Defined Settings for BW/BI Financial Reports
- Using the Goto Command



The BW/BI Financial InfoCube section is intended for BW/BI Financial InfoCube End Users and Power Users.

It is recommended BW/BI Financial End Users and Power Users read all BW/BI Self-Paced Learning Materials prior to reading the BW/BI Financial InfoCube section:

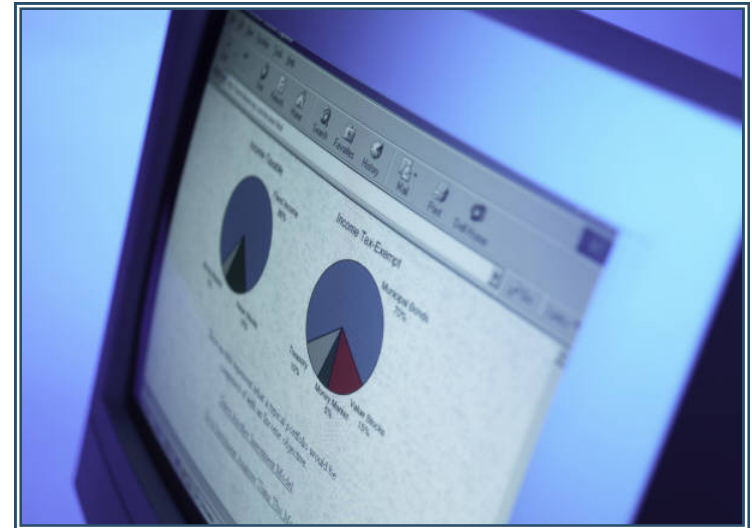
<http://www.hr.wa.gov/payroll/HRMS/HRMSSupport/Pages/BusinessIntelligence.aspx>

BW/BI Financial InfoCube Overview

The BW/BI Financial InfoCube Overview section provides an overview of the BW/BI Financial InfoCube.

Topics covered in this section include:

- BW/BI Financial InfoCube Overview

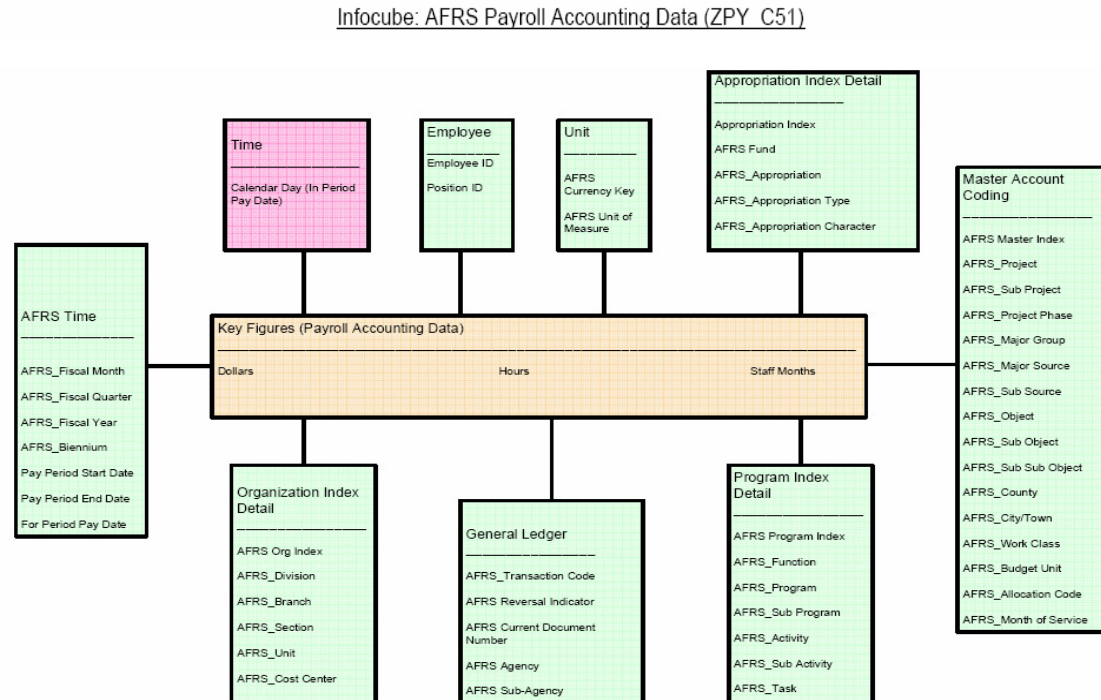


BW/BI Financial InfoCube Overview

The BW/BI Financial InfoCube is populated with data received from HRMS and AFRS. The BW/BI Financial InfoCube includes:

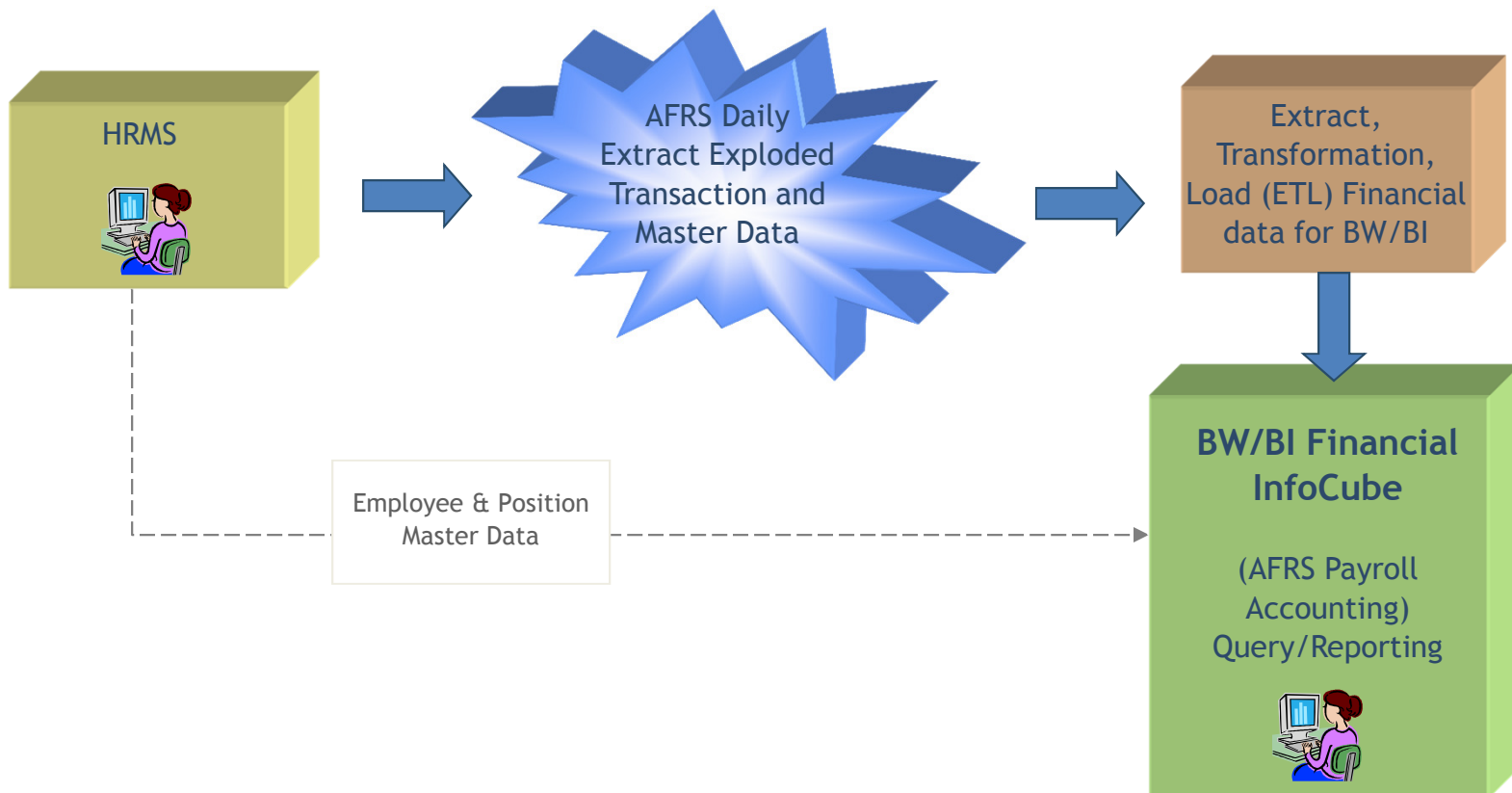
- Employee and Position level Payroll/Financial data.
- Employee Cost Distribution by Master Index, Appropriation Index, Program Index, and Organization Index data.

The diagram below displays the reporting elements included in the Financial InfoCube (AFRS Payroll Account - ZPY_C51):



BW/BI Financial InfoCube Overview

The following illustration shows the Extract, Transformation, and Load (ETL) process of data from HRMS to AFRS where the data is exploded. The exploded data is then transmitted to HRMS BW/BI into the Financial InfoCube.

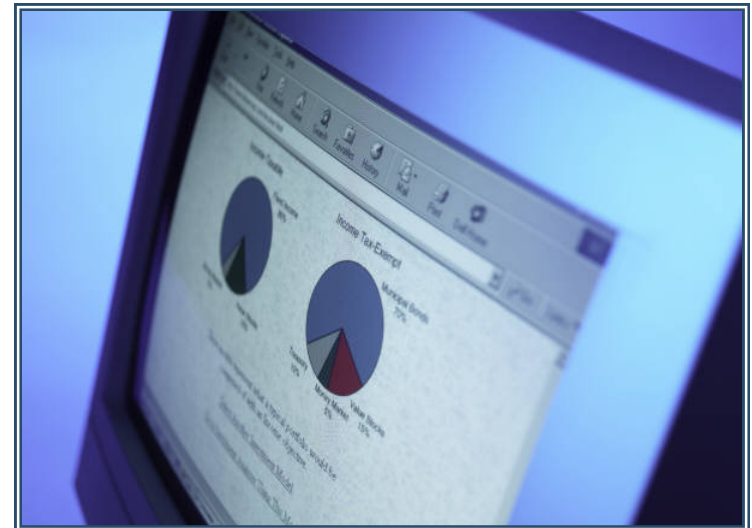


BW/BI Financial Reports Overview

The BW/BI Financial Reports Overview section provides an overview of the BW/BI Financial Reports.

Topics covered in this section include:

- BW/BI Financial Reports Overview
- Accessing BW/BI Financial Reports from the HRMS Portal
- Selecting a BW/BI Financial Report
- Running a BW/BI Financial Report



BW/BI Financial Reports Overview

BW/BI Financial reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options.

Users will have the ability to set User-Defined settings from the report results. User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

The three BW/BI Financial Reports included with the BW/BI Financial InfoCube are:

Report Name	Report Description	Category
Distribution of Payroll and Related Costs ZZPY_C51_Q180A	Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.	Financials
Monthly Position Cost Report ZZPY_C51_Q450A	Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.	Financials
Who Charged Report - Summary ZZPY_C51_Q901A	Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.	Financials

Accessing BW/BI Financial Reports from the HRMS Portal

BW/BI Financial reports are accessed from the HRMS Portal. Instructions for logging on to the HRMS Portal are included in the BW/BI Self-Paced Learning Materials - Logging on to HRMS Portal section.



Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL

This is a secure application and available only to Washington State employees.

Logon ID *

Password *

Log on

[Forgot Password](#)

[Having Trouble Logging In?](#)

[More ESS Information](#)

HR Copyright June 2010



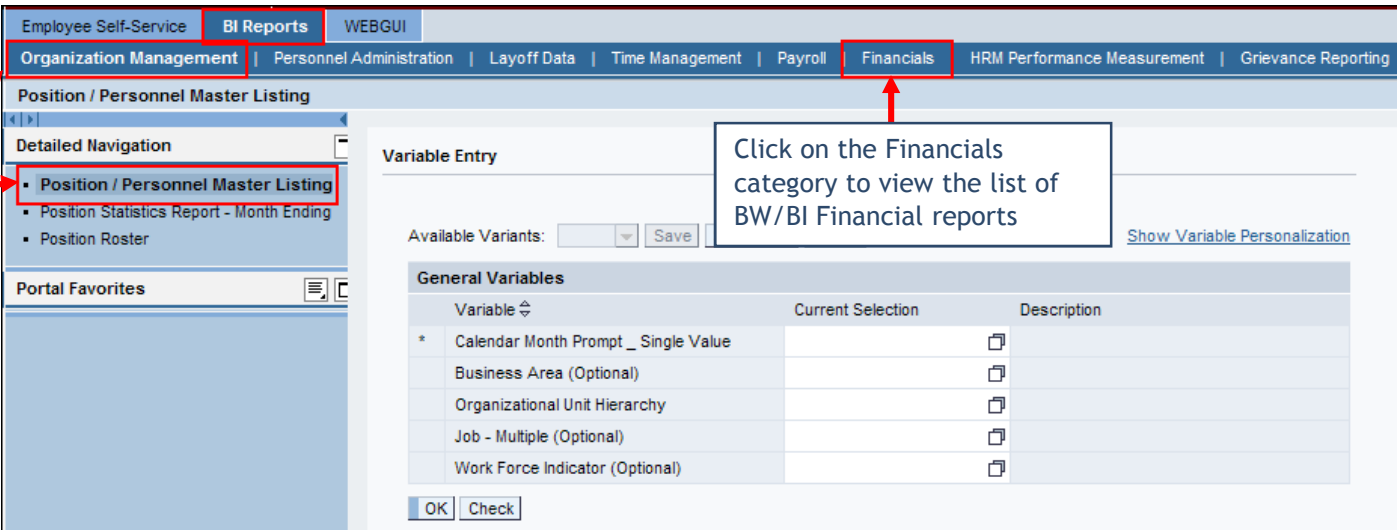
For information on logging on to the HRMS Portal, reference the BW/BI Self-Paced Learning Materials from the Customer Support Website:

<http://www.hr.wa.gov/payroll/HRMS/HRMSSupport/Pages/BusinessIntelligence.aspx>

Accessing BW/BI Financial Reports from the HRMS Portal

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:

By default, the Organization Management category is selected and the Position-Personnel Master Listing is displayed



Click on the Financials category to view the list of BW/BI Financial reports

Employee Self-Service | **BI Reports** | WEBGUI

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | **Financials** | HRM Performance Measurement | Grievance Reporting

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

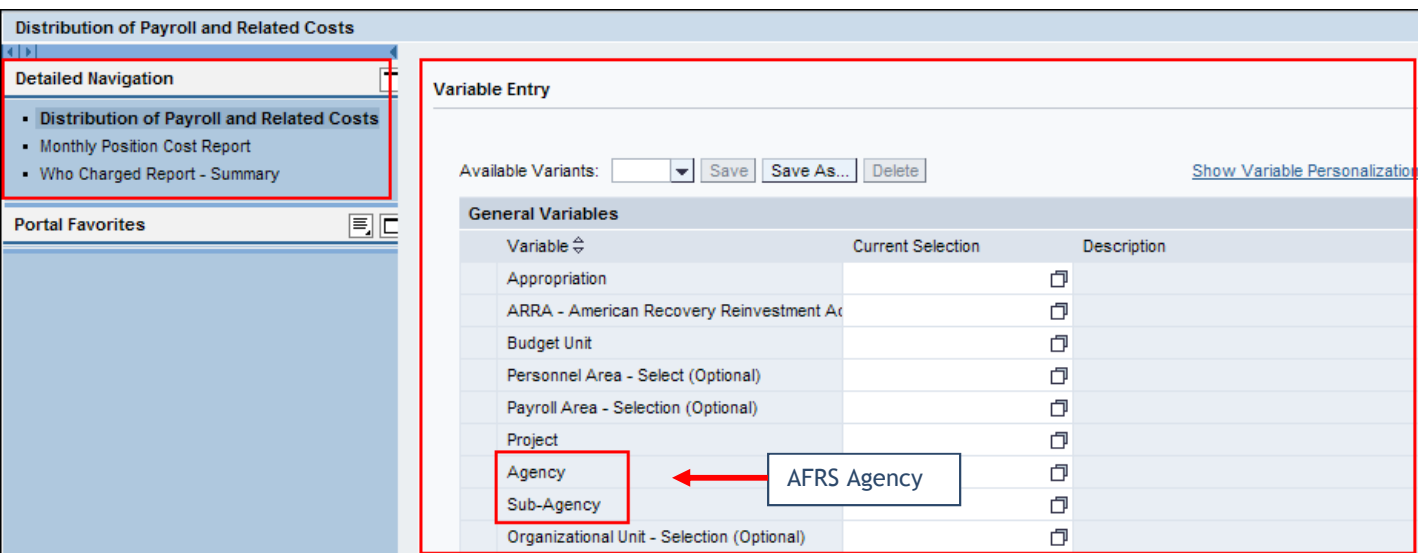
Available Variables: Save

General Variables

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Work Force Indicator (Optional)		

OK Check

Once the Financials category is selected, the Detailed Navigation pane will display the list of BW/BI Financial reports to choose from. The Distribution of Payroll and Related Costs report is displayed by default



Detailed Navigation

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete

General Variables

Variable	Current Selection	Description
Appropriation		
ARRA - American Recovery Reinvestment Act		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		

AFRS Agency

Selecting a BW/BI Financial Report

The example below shows how to select a report from the HRMS Portal.

To select the Distribution of Payroll and Related Costs report:

1. Click the Financials category link.
2. Click the report name link from the Detailed Navigation pane.

Result: A variables selection box will appear to allow the user to enter variables (selection criteria) for the report:


The screenshot shows the HRMS Portal interface. The top navigation bar includes 'Employee Self-Service', 'BI Reports', and 'WEBGUI'. Below this, a secondary bar contains 'Organization Management', 'Personnel Administration', 'Layoff Data', 'Time Management', 'Payroll', 'Financials' (highlighted with a red box), and 'HRM Performance'. The main content area is titled 'Distribution of Payroll and Related Costs'. On the left, the 'Detailed Navigation' pane lists three items: 'Distribution of Payroll and Related Costs' (highlighted with a red box), 'Monthly Position Cost Report', and 'Who Charged Report - Summary'. The 'Portal Favorites' section is empty. On the right, the 'Variable Entry' section is active, showing a table of 'General Variables'. The table has columns for 'Variable', 'Current Selection', and 'Description'. The 'Agency' row has 'AFRS Agency' selected in the 'Current Selection' column, indicated by a red arrow. Other variables include 'Appropriation', 'ARRA - American Recovery Reinvestment Act', 'Budget Unit', 'Personnel Area - Select (Optional)', 'Payroll Area - Selection (Optional)', 'Project', 'Sub-Agency', and 'Organizational Unit - Selection (Optional)'. Above the table, there are buttons for 'Save', 'Save As...', and 'Delete'.

This screenshot is a zoomed-in view of the 'Detailed Navigation' pane and the 'Variable Entry' section. The 'Detailed Navigation' pane on the left shows the 'Distribution of Payroll and Related Costs' report selected. The 'Variable Entry' section on the right shows the 'General Variables' table. A red dashed box highlights the 'Detailed Navigation' pane and the 'Variable Entry' section. Arrows point from the text 'Click here to scroll left/right in the Detailed Navigation pane' to the navigation controls of the 'Detailed Navigation' pane, and from the text 'Click here to show / hide the Detailed Navigation pane' to the collapse icon of the 'Detailed Navigation' pane. The 'Variable Entry' section shows the 'Agency' variable selected as 'AFRS Agency'.

Running a BW/BI Financial Report

The example below shows how to run a BW/BI Financial report.

To run a BW/BI Financial Report:

1. Enter variables.
Variables with an asterisk are required fields.
-  Note: To ensure variables are valid, click the Check button prior to running the report.
2. Click the OK button to run the report.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Appropriation		
ARRA - American Recovery Reinvestment Act		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency	179	DEPARTMENT OF ENTERPRISE SERVICES
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)	201224	201224
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]	12/31/2012	12/31/2012
* Number of Pay Periods	1	1
Biennium		

OK Check

AFRS
Agency

BI Reports

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | Griev

Distribution of Payroll and Related Costs

Detailed Navigation

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

Portal Favorites

Distribution of Payroll and Related Costs

Display As: Table Information Send Print Version Export to Excel Comments

Columns	Rows
Key Figures	Biennium
	Agency
	Sub-Agency
	Organizational Unit
	Biennium
	Agency
	Sub-Agency
	Organizational Unit
	2009
	300
	0
	30004073
	EXEC MSA ADMIN SERVICES DIV

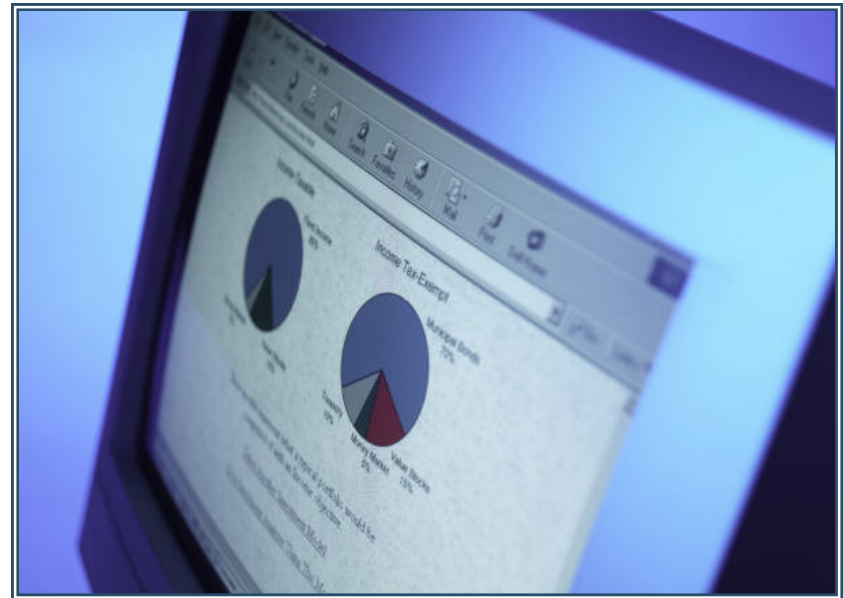
Result: Report results with selected variables.

BW/BI Financial Report Variables


The BW/BI Financial Report Variables section provides an overview of report Variables. Variables are report selection criteria that allow the user to narrow report results to specific values (for example, display results for a specific Agency only).

Topics covered in this section include:

- BW/BI Financial Report Variables
- Selecting Multiple Variables
- Deleting Variables
- Personalizing Variables
- Deleting Personalized Variables



BW/BI Financial Report Variables

Variables are report selection criteria that allow the user to narrow report results to specific values. The user may enter variables manually or click on the matchcode button  to select a variable from a list.

Variables identified with an asterisk are required fields.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
Appropriation		
ARRA - American Recovery Reinvestment Act		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		
* Number of Pay Periods	1	
Biennium		

OK Check

The user may manually enter the variable selection, or click the matchcode button to bring up a list to choose from.

Select values for Personnel Area (ZS_PAOP 0013)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

#

Airway Heights Corr Ctr

Americorp Star Vista

Archaeology and Historic Pres

Attorney General

BD of Industrial Appeals

Bingen Wex

Enter a value for Personnel Area:

Matchcode popup list

Use the “Search” feature to find a specific variable selection. Enter the variable value and click the “Search” button. Use an asterisk (*) for wildcard searches.

Select values for Personnel Area (ZS_PAOP 0003)

Show tool: Single values Show view: Search

Search

Personnel Area: Text Search

Maximum 1000

OR

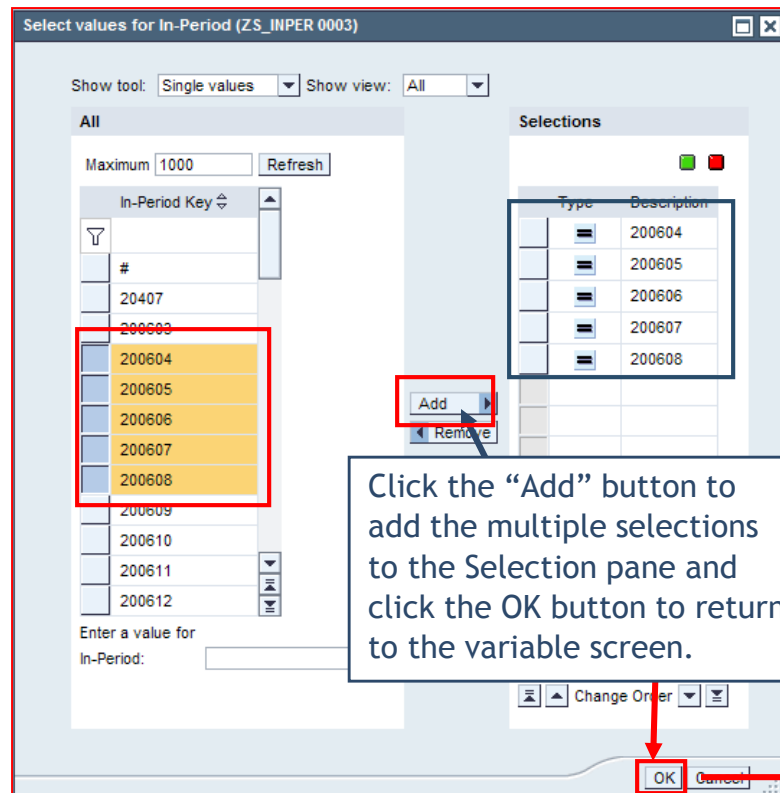
Click the desired variable selection from the list.





Selecting Multiple Variables

The example below shows how to insert multiple variables of the same type for a report.

To select multiple variables:

1. Click the matchcode  button
2. At the selection screen, select the multiple values, click the “Add” button, and then click OK.



Variable Entry			
Available Variables: <input type="text"/> Save Save As... Delete Show Variable Personalization			
General Variables			
Variable	Current Selection		Description
* Number of Pay Periods	1		1
Appropriation			
Budget Unit			
Personnel Area - Select (Optional)	1110; 1111; 3000; 4050		
Payroll Area - Selection (Optional)			

Result: Multiple variables have been added.

Deleting Variables

The example below shows two ways to delete a variable that was entered in error or to replace the current variable.

To delete a variable:

1. Highlight the text of the Variable and press “Delete” on the keyboard.

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110; 1111; 3000; 4050	
Payroll Area - Selection (Optional)		
Project		

Highlight Variable values and press the Delete key on the keyboard.

OR

Select values for In-Period (ZS_INPER 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Click the matchcode and in the “Select value” box, select the variables, click “Remove” and “OK”.

Type	Description
200604	
200605	
200606	
200607	
200608	

Add Remove

OK Cancel

Result: Variables have been deleted

Variable Entry		
Available Variables: Save Save As... Delete Show Variable Personaliz		
General Variables		
Variable	Current Selection	Descr
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		

Personalizing Variables

Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Personnel Area (Optional) variable. Once the Personnel Area (Optional) variable has been personalized, the same values will be used for the Personnel Area (Optional) variable when any other reports that use it are run.

Once a variable is personalized, it is no longer displayed on the variables screen. See Removing Personalized Variables for information on removing a personalized variable.

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Calendar Month Prompt _ Single Value	08/2012	<input type="checkbox"/>	08/2012
Business Area (Optional)		<input type="checkbox"/>	
Personnel Area - Select (Optional)	1790	<input type="checkbox"/>	1790 Dept of Enterprise Services
Personnel SubArea (Optional)		<input type="checkbox"/>	
Job (Optional)		<input type="checkbox"/>	
Job Class Code Old (Optional)		<input type="checkbox"/>	
Employment Status (Optional)	3; 1	<input type="checkbox"/>	Active; Inactive

Click the “Show Variable Personalization” link to personalize a variable

Personalizing Variables

The example below shows how to Personalize the Personnel Area variable:

1. Enter the Personnel Area Variable(s).
2. Click the “Select” button for the variable
3. Select the “Add selected variables to personalized variable list”

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	* Calendar Month Prompt _ Single Value	08/2012	<input type="checkbox"/> 08/2012
<input type="checkbox"/>	Business Area (Optional)		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Personnel Area - Select (Optional)	1790	<input type="checkbox"/> 1790 Dept of Enterprise Services
<input type="checkbox"/>	Personnel SubArea (Optional)		<input type="checkbox"/>
<input type="checkbox"/>	Job (Optional)		<input type="checkbox"/>
<input type="checkbox"/>	Job Class Code Old (Optional)		<input type="checkbox"/>
<input type="checkbox"/>	Employment Status (Optional)	3; 1	<input type="checkbox"/> Active; Inactive

☐ Show Personalized Variables

OK Check

Result: Personnel Area is no longer available in the “General Variables” selection but has been added to the “Personalized Variable” section.

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input checked="" type="checkbox"/>	* Calendar Month Prompt _ Single Value	08/2012	<input type="checkbox"/> 08/2012
<input type="checkbox"/>	Business Area (Optional)		<input type="checkbox"/>
<input type="checkbox"/>	Personnel SubArea (Optional)		<input type="checkbox"/>
<input type="checkbox"/>	Job (Optional)		<input type="checkbox"/>
<input type="checkbox"/>	Job Class Code Old (Optional)		<input type="checkbox"/>
<input type="checkbox"/>	Employment Status (Optional)	3; 1	<input type="checkbox"/> Active; Inactive

☐ Show Personalized Variables

OK Check

Personalized Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	Personnel Area - Select (Optional)	1790	<input type="checkbox"/> 1790 Dept of Enterprise Services

Removing Personalized Variables

Removing Personalized Variables

To remove a Personalized Variable:

1. Select a report that contains the personalized variable that needs to be removed.
2. Click “Show Variable Personalization” link.

Available Variables: [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

Result: The Personnel Area variable selection will appear.

3. Select the personalized variable to be removed
4. Click “Remove selected variables from personalized variables list”.

Available Variables: [Hide Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

Personalized Variables		
Variable	Current Selection	Description
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services

☐ Show Personalized Variables

Removing Personalized Variables

Available Variants: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	* Calendar Month Prompt _ Single Value		
<input type="checkbox"/>	Business Area (Optional)		
<input type="checkbox"/>	Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
<input type="checkbox"/>	Personnel SubArea (Optional)		
<input type="checkbox"/>	Job (Optional)		
<input type="checkbox"/>	Job Class Code Old (Optional)		
<input type="checkbox"/>	Employment Status (Optional)	3; 1	Active; Inactive

Personalized Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>			

☐ Show Personalized Variables

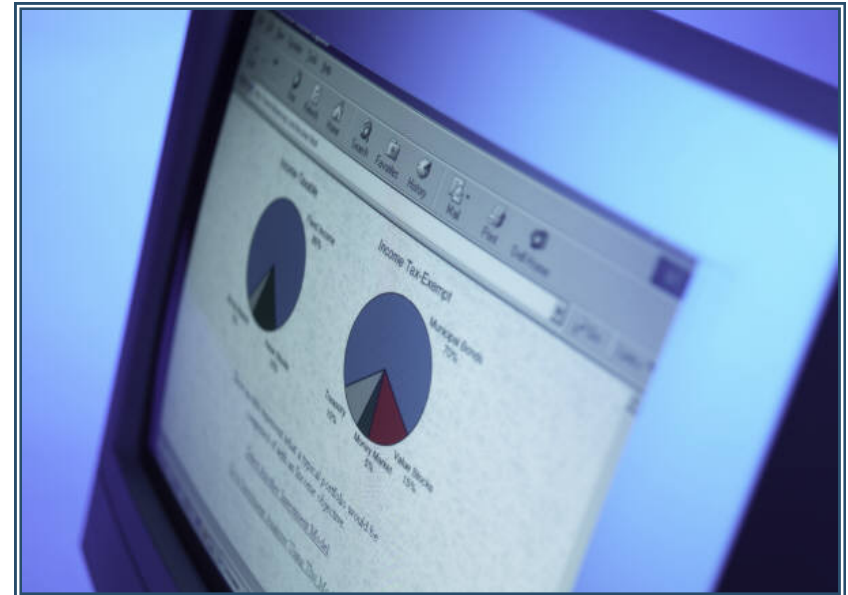
Result: The Personnel Area personalized variable has been removed. The Personnel Area values will no longer be saved and the Personnel Area variable selection will appear on all variable screens that use the Personnel Area variable.

Defining BW/BI Financial Report Variables

The Defining BW/BI Financial Report Variables section provides the basic steps for entering variables for BW/BI Financial reports. BW/BI Financial reports require variable entry (selection criteria) prior to running the reports.

Topics covered in this section include:

- Using the “HR as of date” Variable
- Defining Variables: Distribution of Payroll and Related Costs Report
- Defining Variables: Position Cost Report
- Defining Variables: Who Charged Report



Using the “HR as of date” Variable

The “HR as of date” variable determines the “as of” date for certain employee attribute fields on the Financial reports. The table below contains a list of employee attribute fields that are determined by the “HR as of Date” and references the report(s) the fields are in:

Employee Attribute Field	Distribution of Payroll and Related Costs	Position Cost	Who Charged
Capacity Utilization Level			X
Contract Type	X		X
Employee Group			X
Employee Status		X	
Employee Sub Group			X
Job		X	
Multi-fill		X	
Organizational Unit	X	X	X
Payroll Area	X		X
Personnel Area	X		X
Position	X	X	X
Salary Unit Amount			X
Seniority Date			X




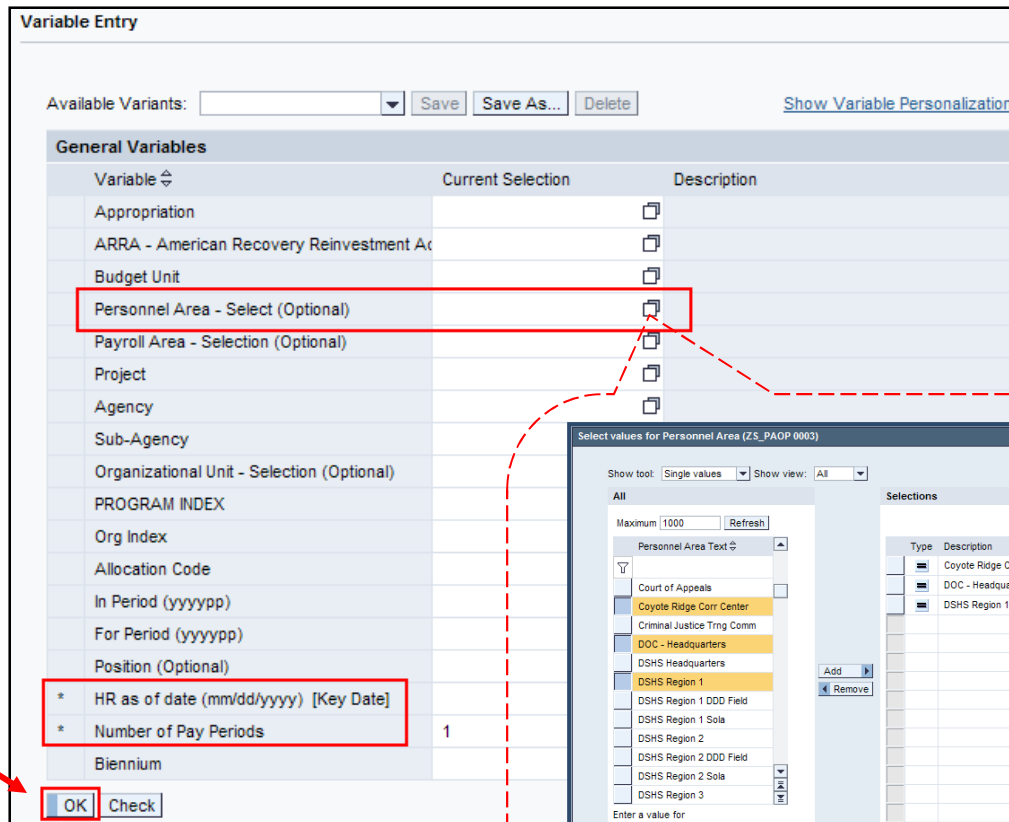
Other fields on the Financial reports are determined by the “In Period” or “For Period” variables, if entered by the user. If an In Period or For Period variable is not entered, other fields will include all pay periods.

Defining Variables: Distribution of Payroll and Related Costs Report

Distribution of Payroll and Related Costs Report

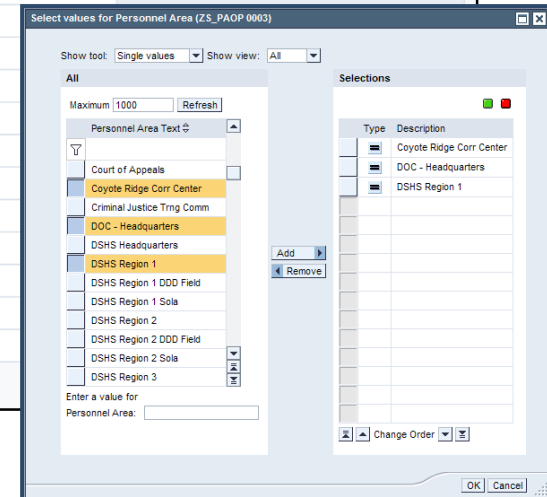
To define the Distribution of Payroll and Related Cost report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
***Fields with an asterisk are required.**
2. Click the OK button.



The Variable Entry dialog box is shown. It has a 'General Variables' section with a table of variables. The 'Personnel Area - Select (Optional)' variable is highlighted with a red box. Below it, the 'HR as of date (mm/dd/yyyy) [Key Date]' and 'Number of Pay Periods' variables are also highlighted with a red box. The 'OK' button is highlighted with a red box. A red arrow points from the 'OK' button to the 'Number of Pay Periods' variable.

Variable	Current Selection	Description
Appropriation		
ARRA - American Recovery Reinvestment Act		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyyyy)		
For Period (yyyyyy)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		
* Number of Pay Periods	1	
Biennium		



The 'Select values for Personnel Area (ZS_PAOP 0003)' dialog box is shown. It has a 'Personnel Area Text' field with a dropdown menu. The 'DSHS Region 1' option is selected. The 'Add' button is highlighted with a red box. The 'Remove' button is also highlighted with a red box. The 'OK' button is highlighted with a red box.

Type	Description
	Coyote Ridge Corr Center
	DOC - Headquarters
	DSHS Region 1

Sample Matchcode list for Personnel Area


Result: The Distribution of Payroll and Related Cost report results are displayed.

i Number of Pay Periods: Required to calculate FTEs in the report results
In Period: Represents the month/year the employee was paid in
For Period: Represents the month/year the employee was paid for

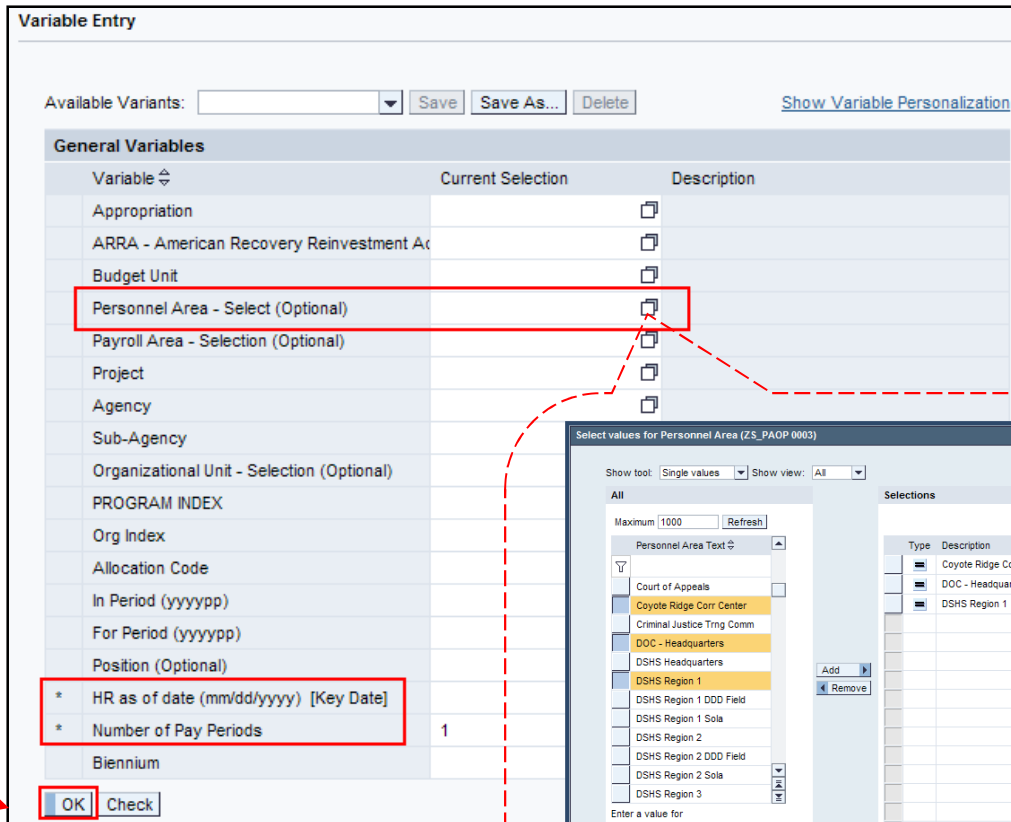
Defining Variables: Position Cost Report

Position Cost Report

To define the Position Cost report variables:

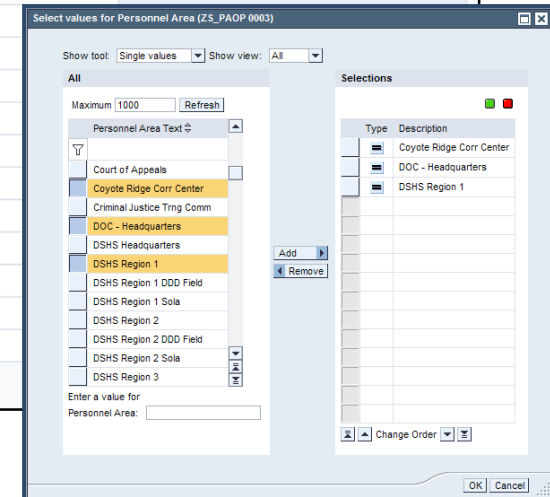
1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
***Fields with an asterisk are required.**

2. Click the OK button.



The Variable Entry dialog box is shown with the 'General Variables' tab selected. It contains a table with columns 'Variable', 'Current Selection', and 'Description'. The 'Personnel Area - Select (Optional)' variable is highlighted with a red box. Below the table, the 'HR as of date (mm/dd/yyyy) [Key Date]' and 'Number of Pay Periods' variables are also highlighted with red boxes. The 'OK' button is highlighted with a red box. A red arrow points from the 'OK' button to the 'Number of Pay Periods' variable.

Variable	Current Selection	Description
Appropriation		
ARRA - American Recovery Reinvestment Act		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		
* Number of Pay Periods	1	
Biennium		



The 'Select values for Personnel Area (Z5_PAOP 0003)' dialog box is shown. It contains a list of matchcodes on the left and a 'Selections' list on the right. The 'Personnel Area Text' matchcode is selected. The 'Selections' list shows the following items:

Type	Description
	Coyote Ridge Corr Center
	DOC - Headquarters
	DSHS Region 1

Sample Matchcode list for Personnel Area


Result: The Distribution of Payroll and Related Cost report results are displayed.

i Number of Pay Periods: Required to calculate FTEs in the report results
In Period: Represents the month/year the employee was paid in
For Period: Represents the month/year the employee was paid for

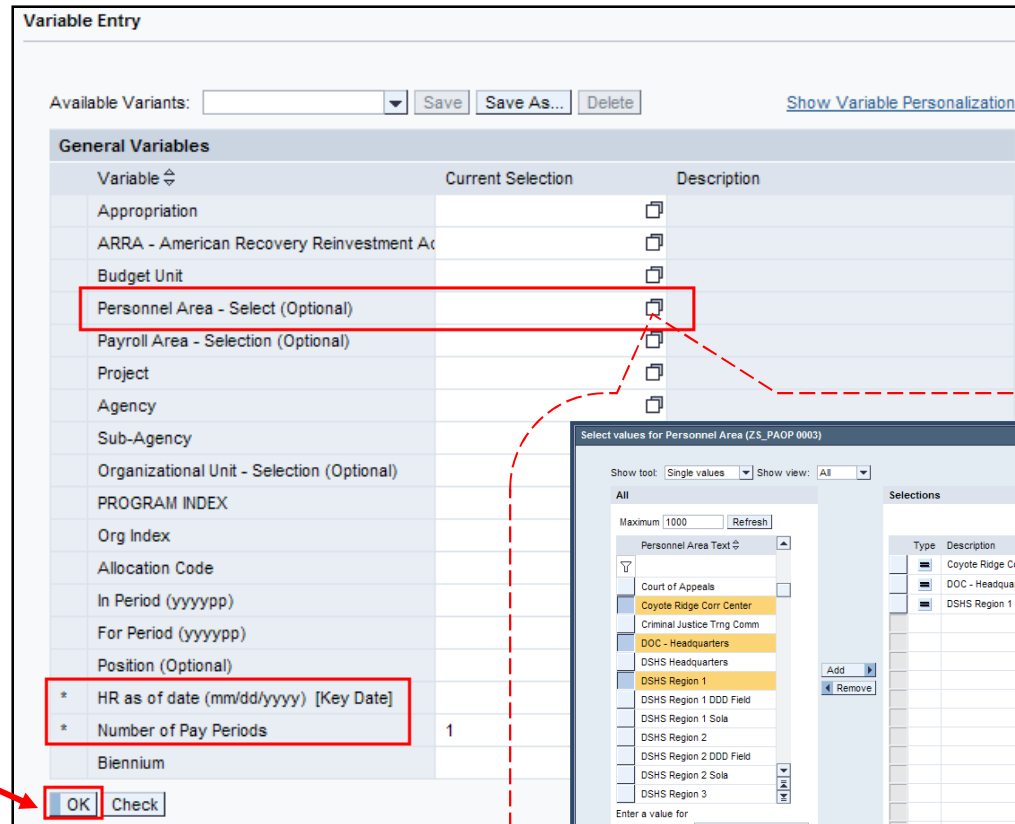
Defining Variables: Who Charged Report

Who Charged Report

To define the Who charged report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
***Fields with an asterisk are required.**

2. Click the OK button.

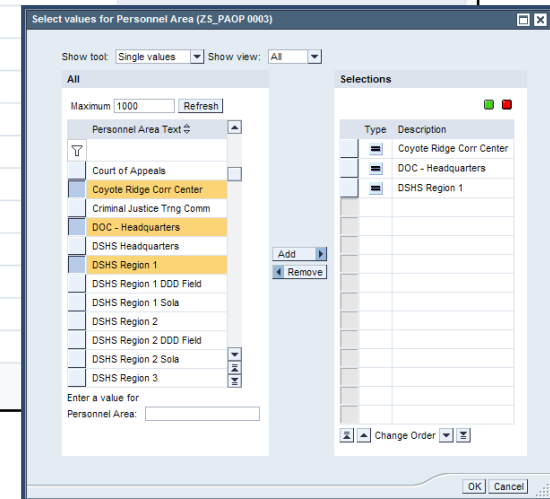


Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
Appropriation		
ARRA - American Recovery Reinvestment Act		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]	1	
* Number of Pay Periods		
Biennium		

OK Check



Select values for Personnel Area (Z5_PAOP 0003)

Show tool: Single values Show view: All

Maximum: 1000 Refresh

Personnel Area Text

Selections

Type	Description
	Coyote Ridge Corr Center
	DOC - Headquarters
	DSHS Region 1

Add Remove

Enter a value for Personnel Area:

OK Cancel

Sample Matchcode list for Personnel Area

Result: The Who Charged report results are displayed.

i Number of Pay Periods: Required to calculate FTEs in the report results
In Period: Represents the month/year the employee was paid in
For Period: Represents the month/year the employee was paid for

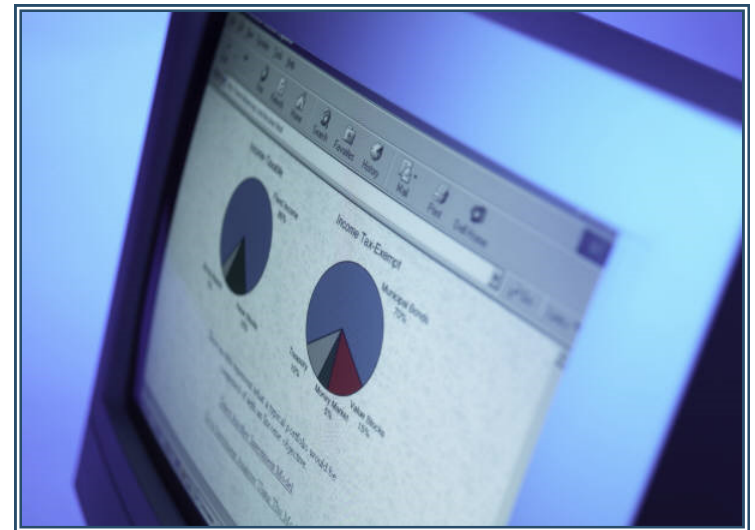
User-Defined Settings for BW/BI Financial Reports

The User-Defined Settings for BW/BI Financial Reports section provides an overview of options available to users once they have run a BW/BI Financial report from the HRMS Portal.

User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

Topics covered in this section include:

- Remove Drilldown
- Drilldown in the Rows/Columns
- Free Characteristics
- Keep Filter Value
- Select Filter Value
- Sorting
- Bookmark (saving User-Defined settings)



BW/BI Financial reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options. Users have the ability to add/remove rows or columns, filter report results, sort report results and save their user-defined settings as Bookmarks for future use.

Remove Drilldown

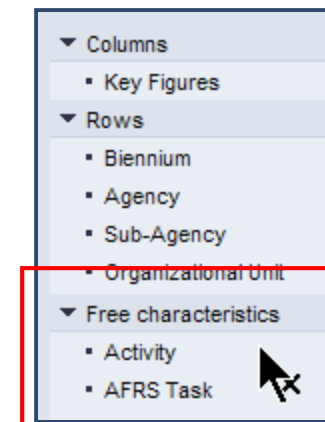
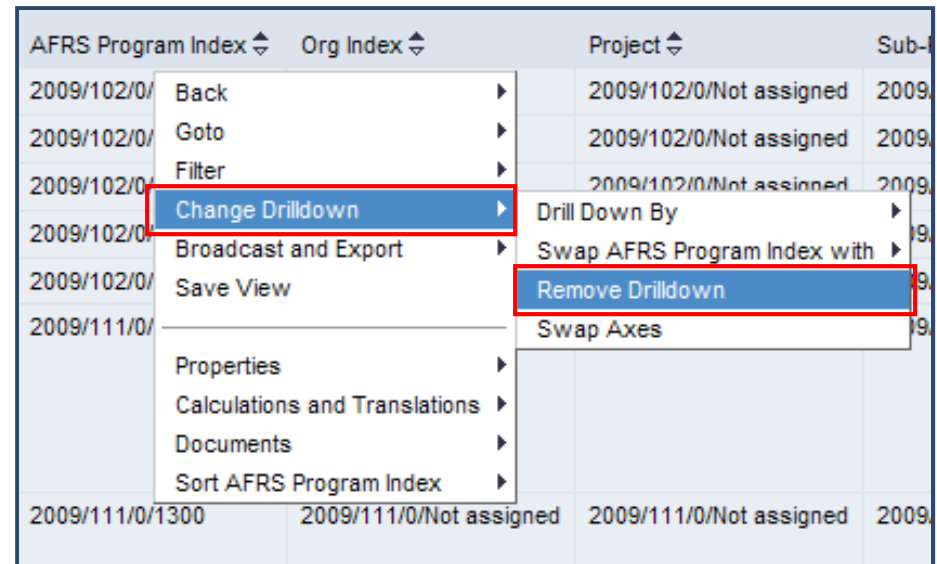
BW/BI Financial reports were designed to provide the user with flexible reporting options. Initial report results are large and contain many rows and columns (Characteristics and Key Figures). By using the Remove Drilldown option, users have the ability to remove Characteristics from the rows or columns of the report results.

The example uses the Distribution of Payroll and Related Costs report to show how to remove the AFRS Program Index Characteristic from the report results.

To remove the AFRS Program Index from the Report Results:

1. Right click on the AFRS Program Index characteristic.
2. Select “Change Drilldown → Remove Drilldown”.

You can also Drag&Drop the characteristic from the report results to the Free Characteristics section to remove it from the report results.



Remove Drilldown

Result: The AFRS Program Index Characteristic has been removed from the report results.

Master Index ↕	Appropriation Index ↕	Org Index ↕	Project ↕
2009/102/0/Not assigned	2009/102/0/970	2009/102/0/5400	2009/102/0/Not assigned
2009/111/0/Not assigned	2009/111/0/501	2009/111/0/Not assigned	2009/111/0/Not assigned

AFRS Program Index ↕	Org Index ↕	Project ↕
2009/102/0/51000	2009/102/0/5400	2009/102/0/Not assigned
2009/102/0/52000	2009/102/0/5400	2009/102/0/Not assigned

Report Results Before AFRS Program Index drilldown is removed

Appropriation Index ↕	Org Index ↕	Project ↕
2009/102/0/970	2009/102/0/5400	2009/102/0/Not assigned
2009/111/0/501	2009/111/0/Not assigned	2009/111/0/Not assigned

Report Results After AFRS Task Drilldown is removed

 If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

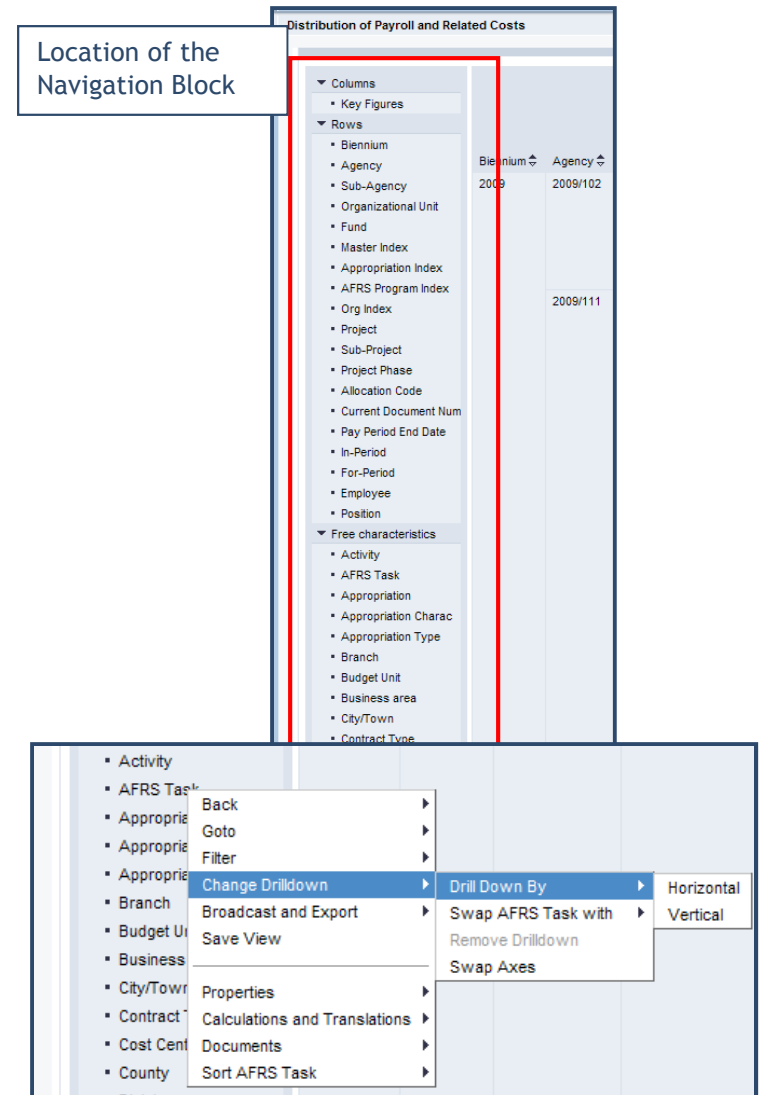
Drilldown in the Rows/Columns

BW/BI Financial reports were designed to provide the user with flexible reporting options. The Drilldown option of the report results allow the user to add Characteristics to the report results.

The example below uses the Distribution of Payroll and Related Costs report to show how to use Drilldown in the Rows.

To drilldown in the Rows of the report results:

1. From the report results, right click a characteristic in the Navigation block (AFRS Task was clicked).
2. From the Context Menu, select “Change Drilldown” → “Drilldown By” → “Vertical”



Drilldown in the Rows/Columns

Result: The AFRS Task Characteristic is added to the rows of the report results.

Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
				2009/102/0/52000
				2009/102/0/53000
				2009/102/0/55000
				2009/102/0/58000
AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
				2009/111/0/1300
				2009/111/0/1400

Report Results Before Drilldown in Rows for AFRS Task

Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Task ↕	AFRS Program Index ↕
2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/10/102/0/500/10/Not assigned/	2009/102/0/51000
			2009/10/102/0/500/20/Not assigned/	2009/102/0/52000
			2009/10/102/0/500/30/Not assigned/	2009/102/0/53000
			2009/10/102/0/500/50/Not assigned/	2009/102/0/55000
			2009/10/102/0/500/80/Not assigned/	2009/102/0/58000
			Result	
2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/10/111/0/10/10/Not assigned/	2009/111/0/1100

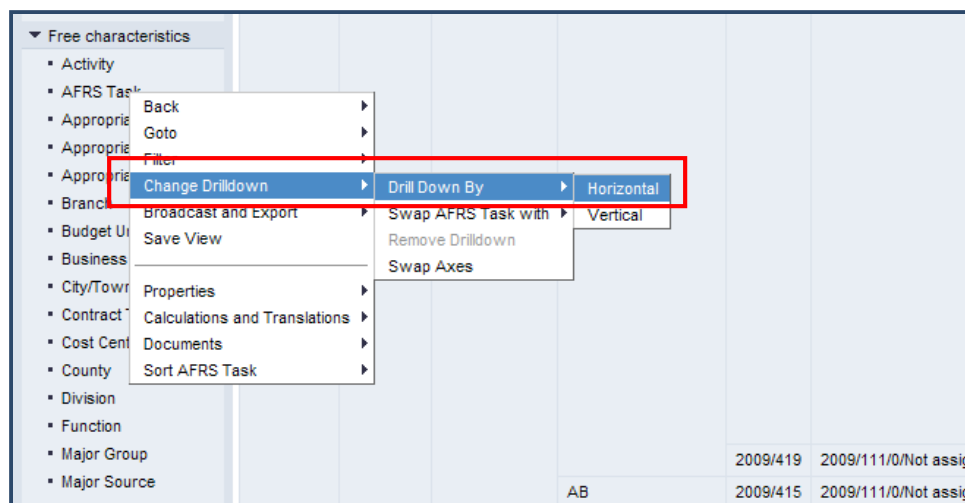
Report Results After Drilldown in Rows for AFRS Task

Drilldown in the Rows/Columns

The example below shows how to use Drilldown in the Columns.

To drilldown in the Columns of the report results:

1. From the report results, right click AFRS Task in the Free Characteristics
2. Select “Change Drilldown” → ”Drill Down By” → “Horizontal” for AFRS Task to add the Characteristic to the Columns of the report results.



Result: The AFRS Task Characteristic has been added to the columns of the report results.

Position			\$		\$
70004337	0447	0.210	540.33		
70004337	0447	0.120	337.70		
70004337	0447	0.100	270.16		
70004337	0447	0.020	67.54		

Report Results Before Drilldown in Columns for AFRS Task

AFRS Task		2009/10/102/0/500/10/Not assigned/	2009/10/102/0/500/20/Not assigned/
Position			
70004337	0447	0.210	

Report Results After Drilldown in Columns for AFRS Task

 If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

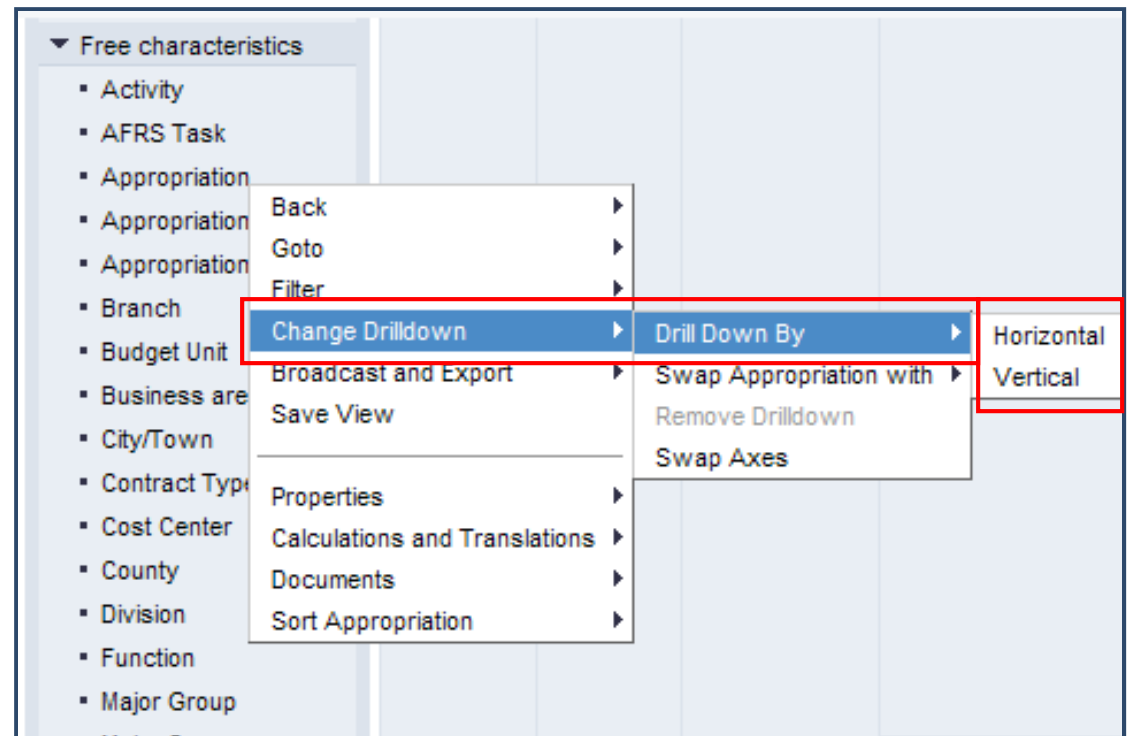
Free Characteristics

BW/BI Financial reports were designed to provide the user with flexible reporting options. Free Characteristics are optional Characteristics that are not displayed in the report results when it is initially run. Users have the option of adding Free Characteristics to the report results at run time.

The example below shows how to add Free Characteristics to the report results.

To add a Free Characteristic to report results:

1. From the report results, right click the characteristic in the Free Characteristics that you want to add to the results.
2. Select “Change Drilldown” → “Drill Down By” → “Vertical” to add the characteristics to the Rows
3. Select “Change Drilldown” → “Drill Down By” → “Horizontal” to add the characteristic to the Columns.



Keep Filter Value

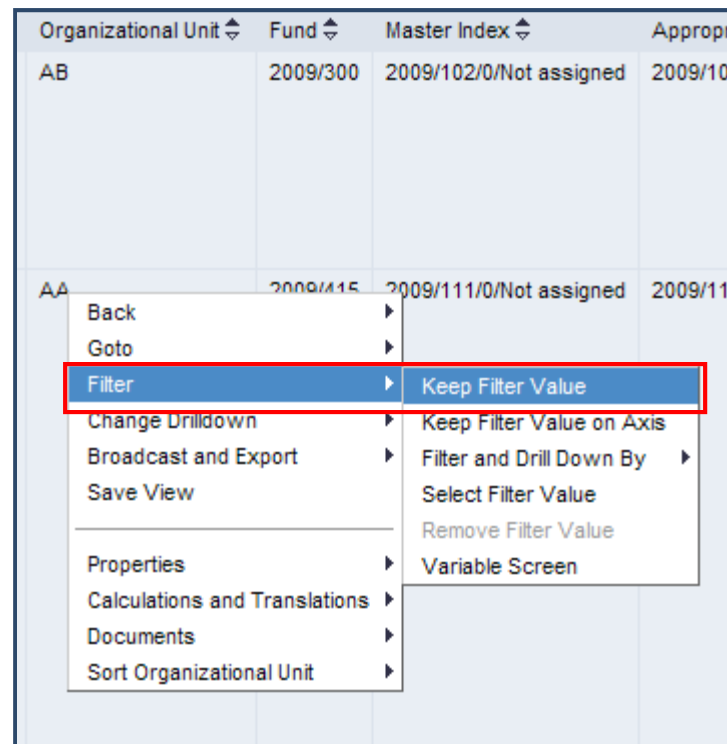
BW/BI Financial reports were designed to provide the user with flexible reporting options. The Keep Filter Value context menu item allows the user to view report results for a specific value. For example, the user may want to view report results for a specific Organizational Unit only.

The example below shows how to use the Keep Filter Value option to filter report results to include only those records where the Organizational Unit is “AA”.

To use Keep Filter Value:

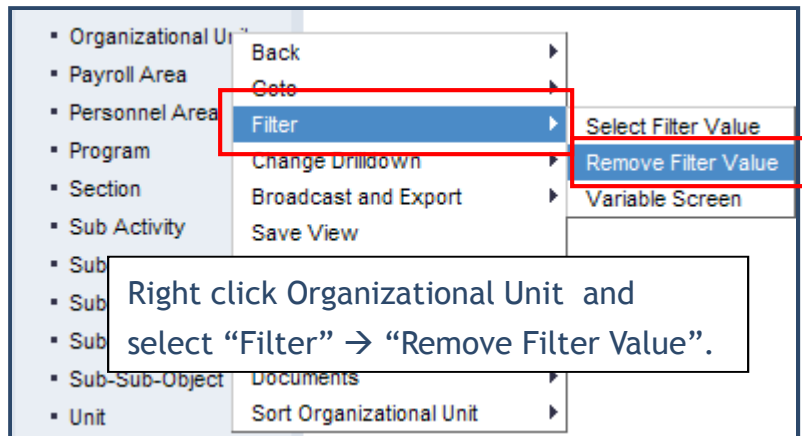
1. From the report results, click the “AA” value in the Organizational Unit column to open the Context Menu.

2. Select Keep Filter Value.



Keep Filter Value

To remove the “Filter Value”:

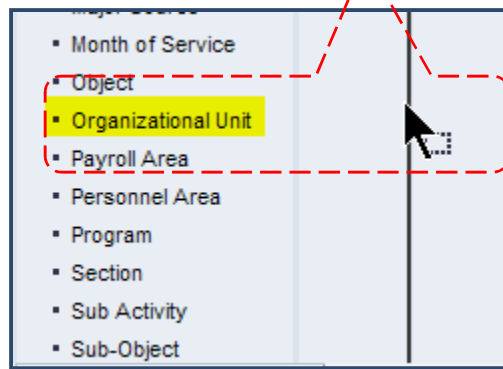


Right click Organizational Unit and select “Filter” → “Remove Filter Value”.

Report shows values for all Organizational Unit, but the Organizational Unit column is not in the report results.

Biennium ↕	Agency ↕	Sub-Agency ↕	Fund ↕	Master Index ↕
2009	2009/102	2009/102/0	2009/300	2009/102/0/Not assigned
	2009/111	2009/111/0	2009/415	2009/111/0/Not assigned

➤ To return the Organizational Unit column to the report results, Drag&Drop the Organizational Unit characteristic from the Free Characteristic section to the location you want it to show in your report.



Biennium ↕	Agency ↕	Sub-Agency ↕	Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000 2009/102/0/52000 2009/102/0/53000 2009/102/0/55000 2009/102/0/58000
	2009/111	2009/111/0	AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100 2009/111/0/1300

Select Filter Value

BW/BI Financial reports were designed to provide the user with flexible reporting options. The Select Filter Value context menu item allows the user to select a filter value from a list of filter options.

The example below uses the Distribution of Payroll and Related Costs report to show how to use Select Filter Value to filter on a specific Organizational Unit

To use Select Filter Value:

1. From the report results, click the Organizational Unit column header.
2. Click Select Filter Value from the Context Menu.
3. From the Select Value screen, check AB.
4. Click Add and OK.

Result: Report results for Organizational Unit AB only are displayed.

The screenshot shows the 'Distribution of Payroll and Related Costs' report. The 'Organizational Unit' column header is highlighted, and a context menu is open with 'Filter' selected. The 'Filter' sub-menu is also open, showing 'Select Filter Value' as the chosen option. Below this, the 'Select values for Organizational Unit (0EMPLOYEE__0ORGUNIT)' dialog box is displayed. In the dialog, the 'All' tab is active, and the 'Organizational Unit Text' list shows 'AB' selected. The 'Add' button is highlighted, and the 'OK' button is visible at the bottom right of the dialog.

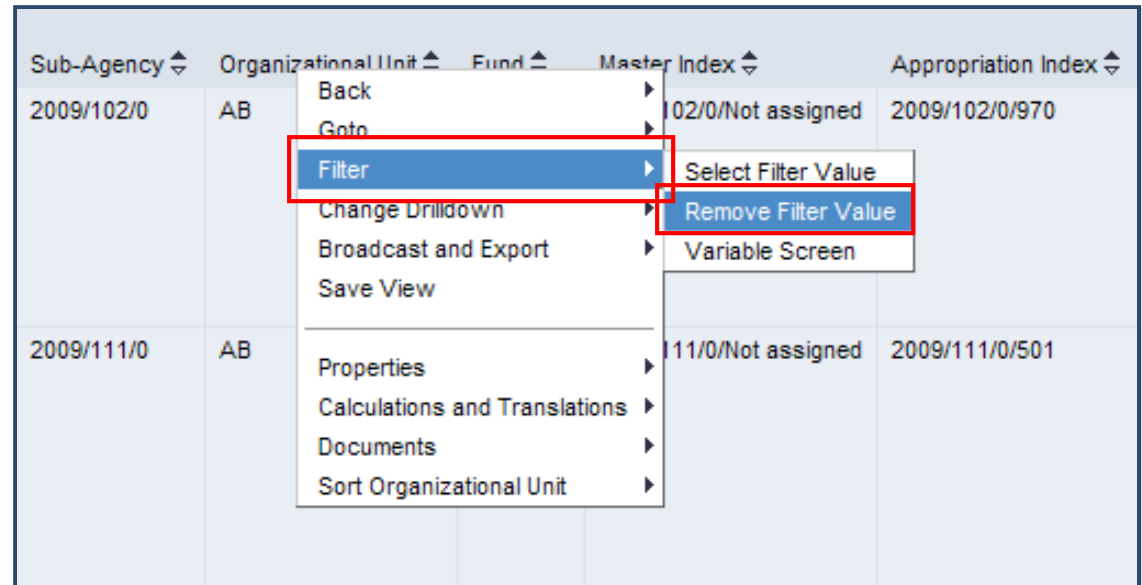
Biennium	Agency	Sub-Agency	Organizational Unit	Fund	Master Index	Appropriation Index	AFRS Program Index
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
							2009/102/0/52000
							2009/102/0/53000
							2009/102/0/55000
							2009/102/0/58000
							2009/111/0/2100
	2009/111	2009/111/0	AB	2009/415	2009/111/0/Not assigned	2009/111/0/501	

Select Filter Value

The Select Filter Value option can also be set through the Navigation Block. The example below uses the Distribution of Payroll and Related Costs report to show how to use the Select Filter Value from the Navigation Block.

To set or remove a filter from the report results:

1. From the report results, click the characteristic that you want to remove the filter from.
2. Select “Filter” → “Remove Filter Value”.



Select Filter Value

Biennium ↕	Agency ↕	Sub-Agency ↕	Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
							2009/102/0/52000
							2009/102/0/53000
							2009/102/0/55000
							2009/102/0/58000
	2009/111	2009/111/0	AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
							2009/111/0/1300

Result: Report results for all Organizational Units are displayed.

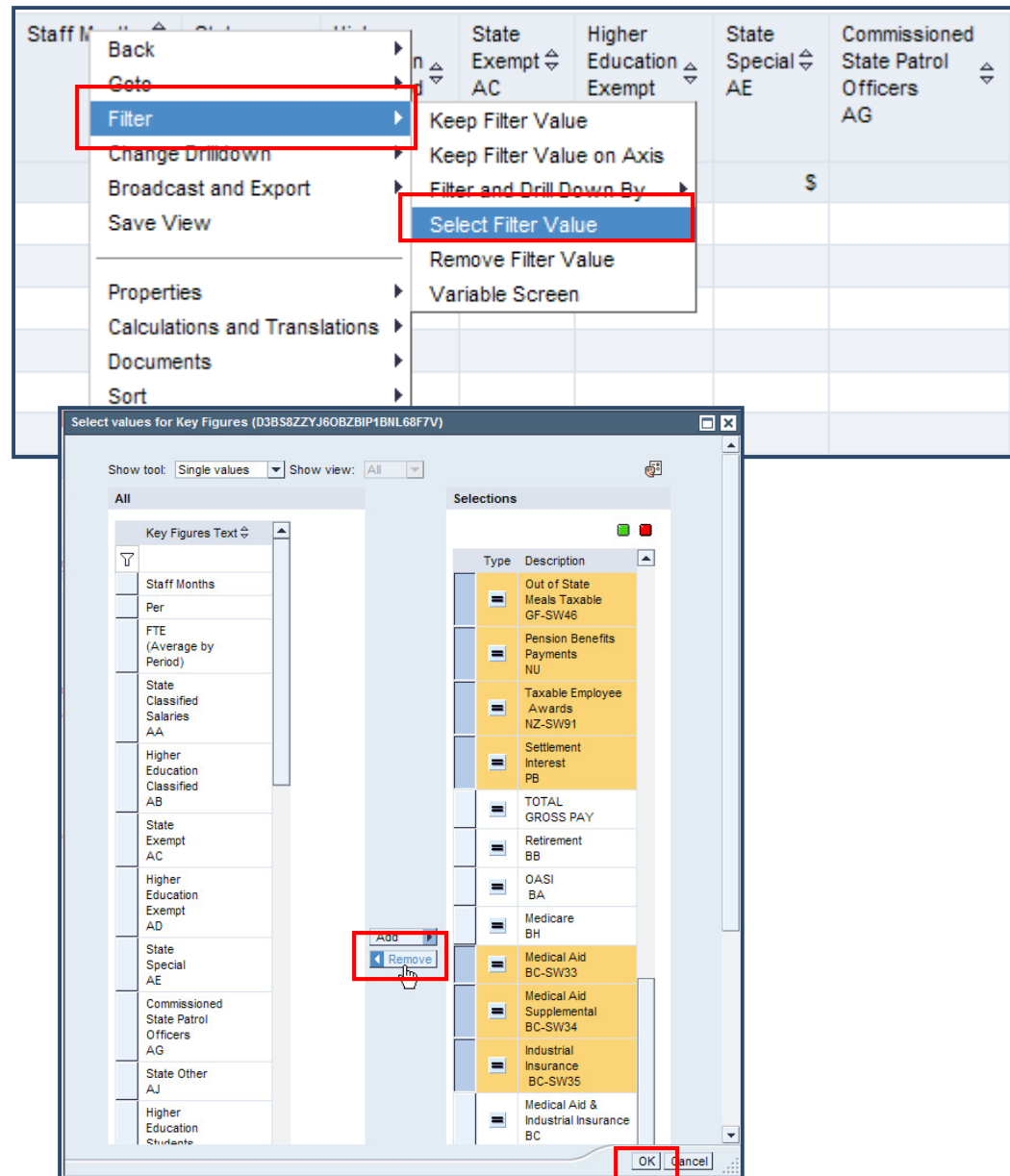
Select Filter Value

The Select Filter Value option can also be used to add or remove Key Figures from the report results.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Select Filter Value option to remove selected Key Figures from the report results.

To remove a Key Figure:

1. From the report results, click on any Key Figure heading
2. Click the “Filter” → “Select Filter Value”
3. Select the Key Figures that you DO NOT what displayed in your results and click Remove and OK.



Select Filter Value

Staff Months	State Classified Salaries AA	Buy-Out AS	Terminal leave AT	TOTAL GROSS PAY	Retirement BB	OASI BA	Medicare BH	Medical Aid & Industrial Insurance	Health Insurance	TOTAL BENEFITS	TOTAL
	\$			\$	\$	\$	\$	\$	\$	\$	\$
0.210	540.33			540.33	33.11	33.15	7.76	4.59	141.39	220.00	760.33
0.120	337.70			337.70	20.70	20.72	4.84	2.85	88.38	137.49	475.19
0.100	270.16			270.16	16.57	16.58	3.88	2.29	70.70	110.02	380.18
0.020	67.54			67.54	4.14	4.15	0.97	0.57	17.68	27.51	95.05
0.030	135.08			135.08	8.28	8.28	1.94	1.14	35.35	54.99	190.07
0.500				4,869.50	298.50	300.39	70.25	14.93	353.50	1,037.57	5,907.07
0.500				2,543.00	155.89	157.66	36.87	14.93	353.50	718.85	3,261.85
0.500	2,125.00			2,125.00	130.26	130.66	30.56	14.23	353.50	659.21	2,784.21
0.500				5,897.88	361.54	363.63	85.04	13.42	353.50	1,177.13	7,075.01
0.500				3,750.00	229.88	231.41	54.12	13.88	353.50	882.79	4,632.79

Result: Selected Key Figures only are displayed in the report results.



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

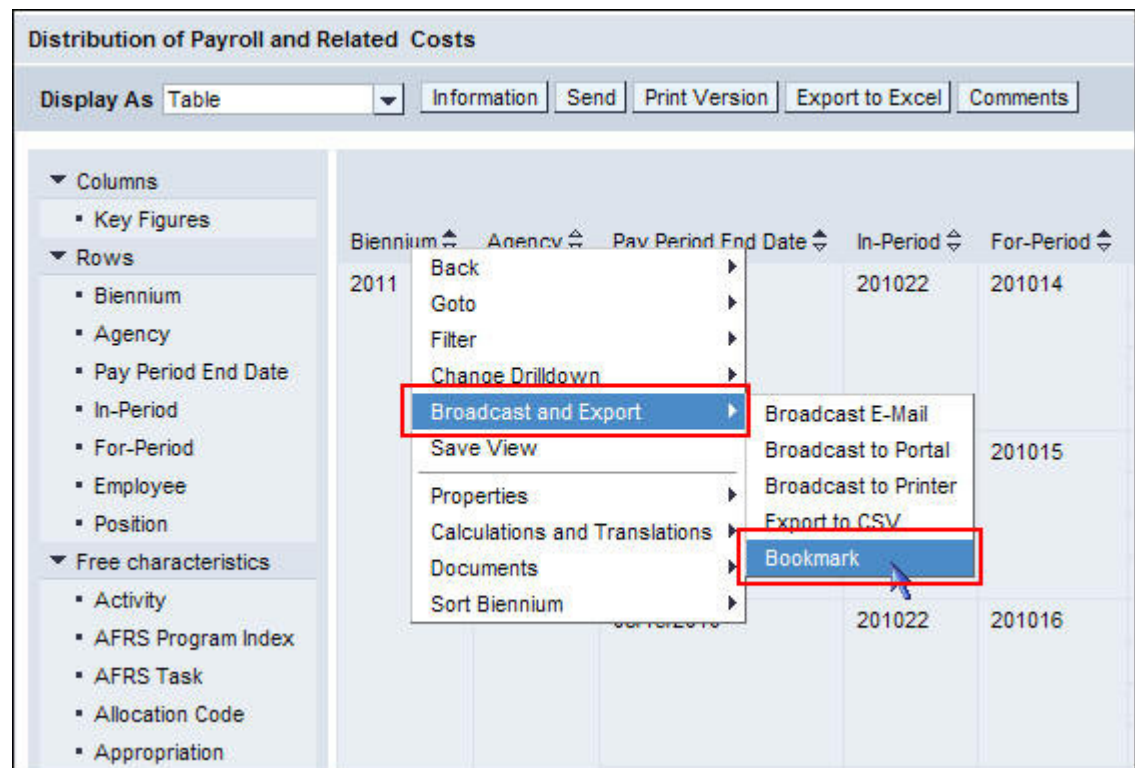
Bookmark

The Bookmark context menu item allows the user to save their report settings once they have applied filters, sorted columns or defined any other report settings. A Bookmarked report will also retain the variable values used to run the report.

In the following example, the Distribution of Payroll and Related Costs report was run with user defined settings.

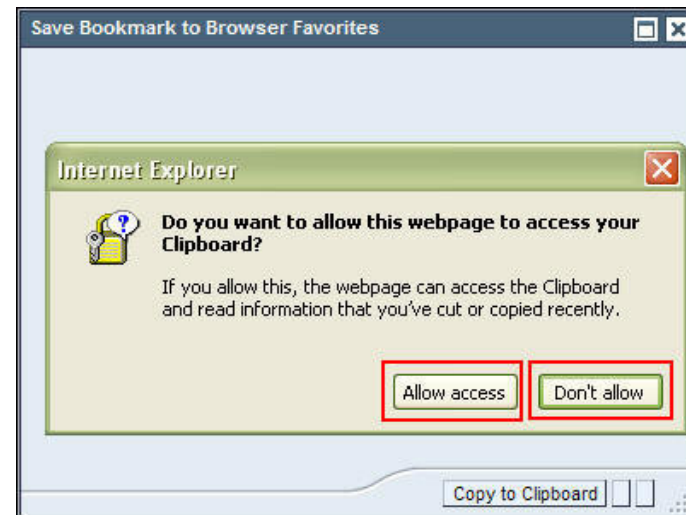
To create a Bookmark to save report settings for future use:

1. From the report results, click any item in the table to open the context menu.
2. Select Broadcast and Export → Bookmark:

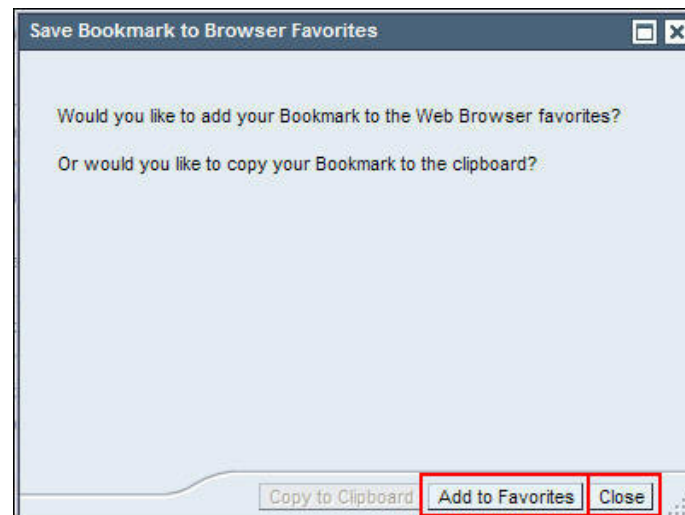
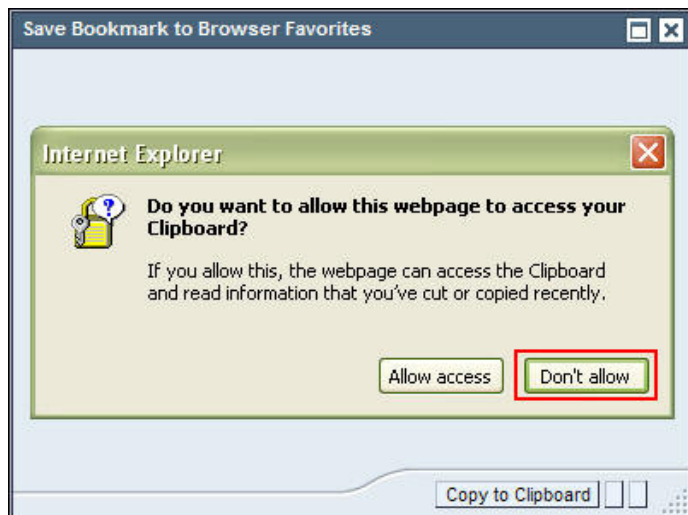


Bookmark

The “Save Bookmark to Browser Favorites” is displayed with a popup asking if you want to allow this webpage to access your Clipboard.

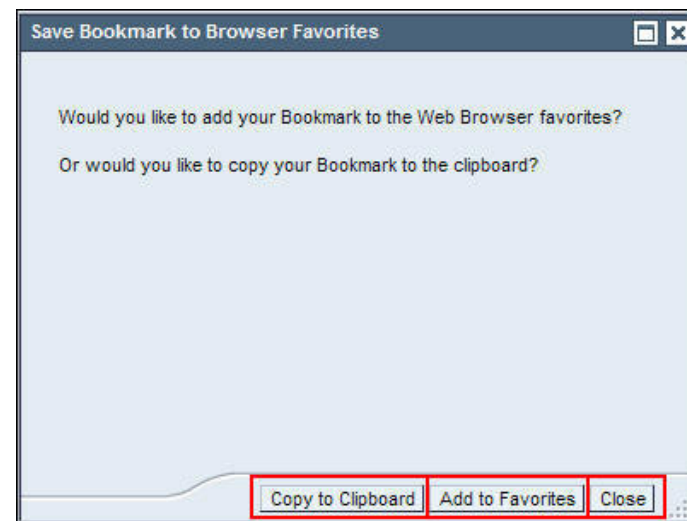
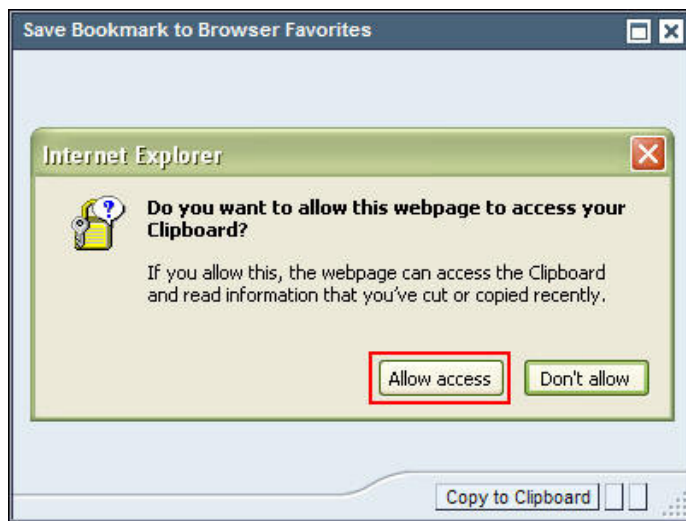


If you select “Don’t allow”, the “Save Bookmark to Browser Favorites” is displayed with these options:



Bookmark

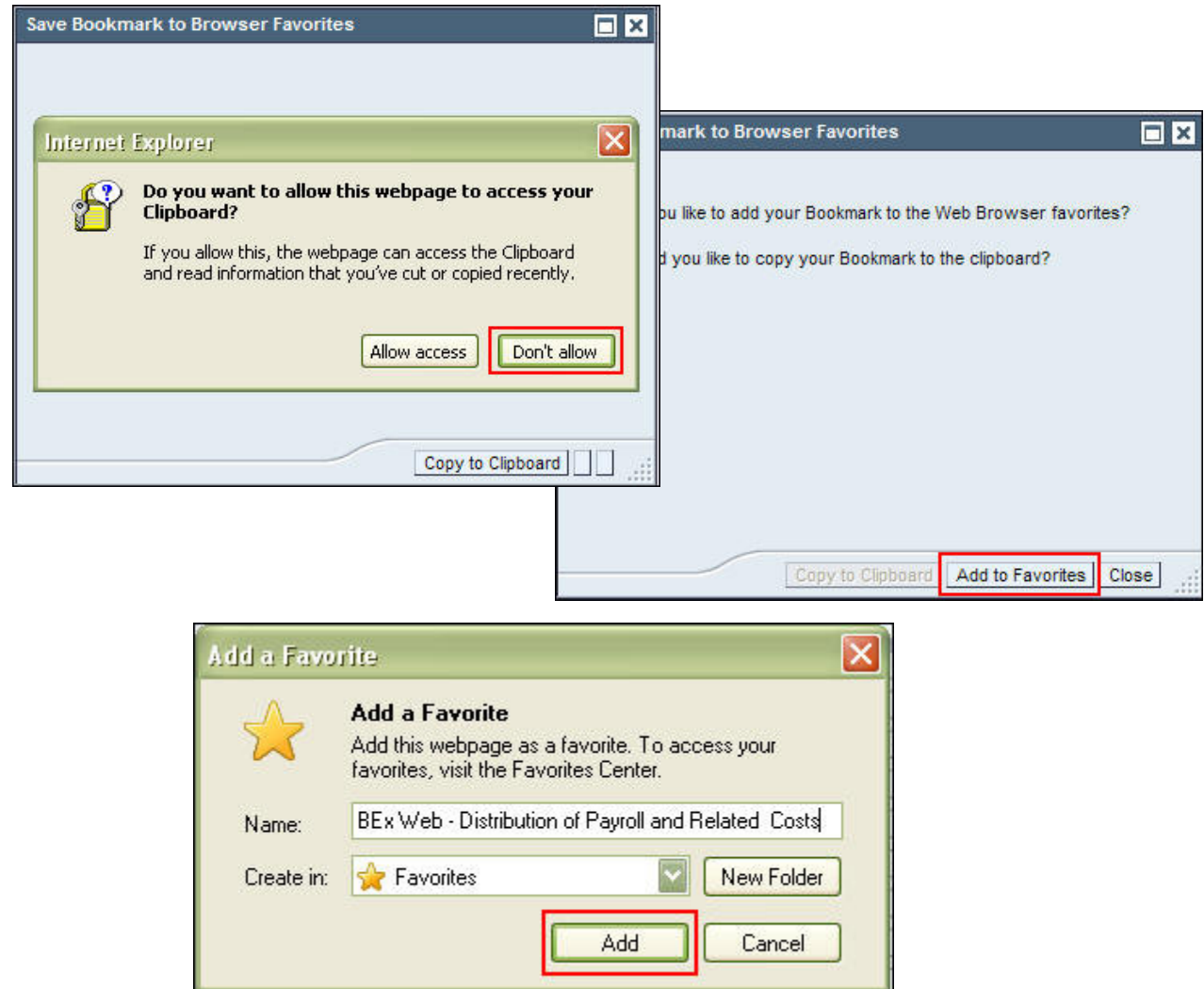
If you select “Allow access”, the “Save Bookmark to Browser Favorites” is displayed with these options:



Bookmark

To add the Bookmark to your Browser Favorites:

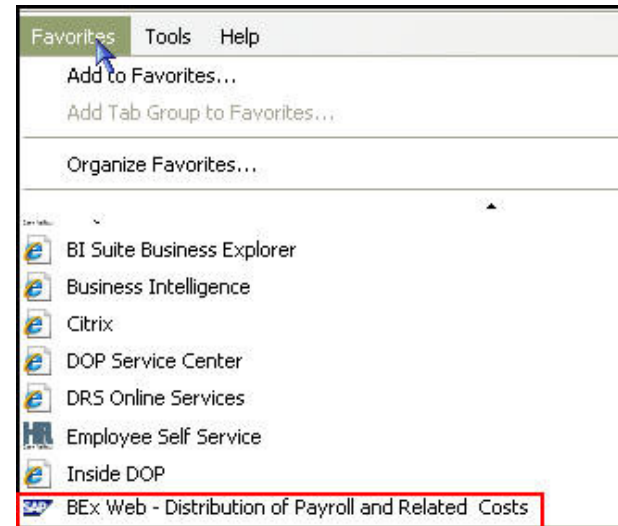
1. Select “Allow access” or “Don’t allow”:
2. Select “Add to Favorites”:



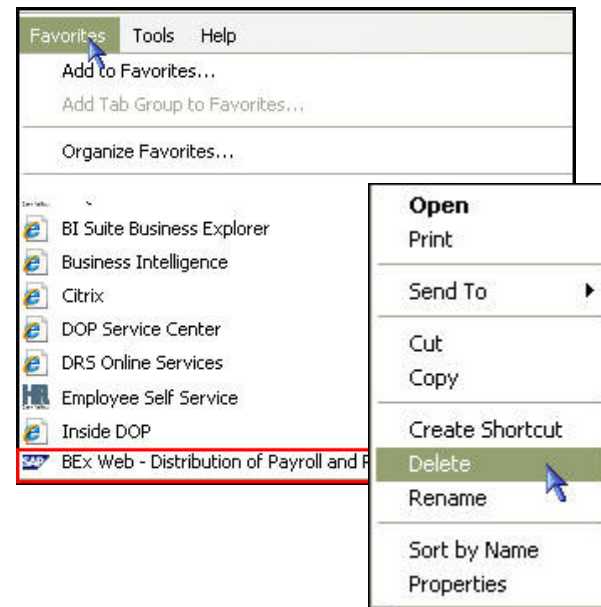
3. The “Add a Favorite” popup is displayed:
4. Click the “Add” button (you can change the name of the Favorite if needed):

Bookmark

1. The Bookmark personalized report has now been added to your Browser Favorites:
2. To generate your Bookmark report, access your Favorites list → Select the Bookmark:



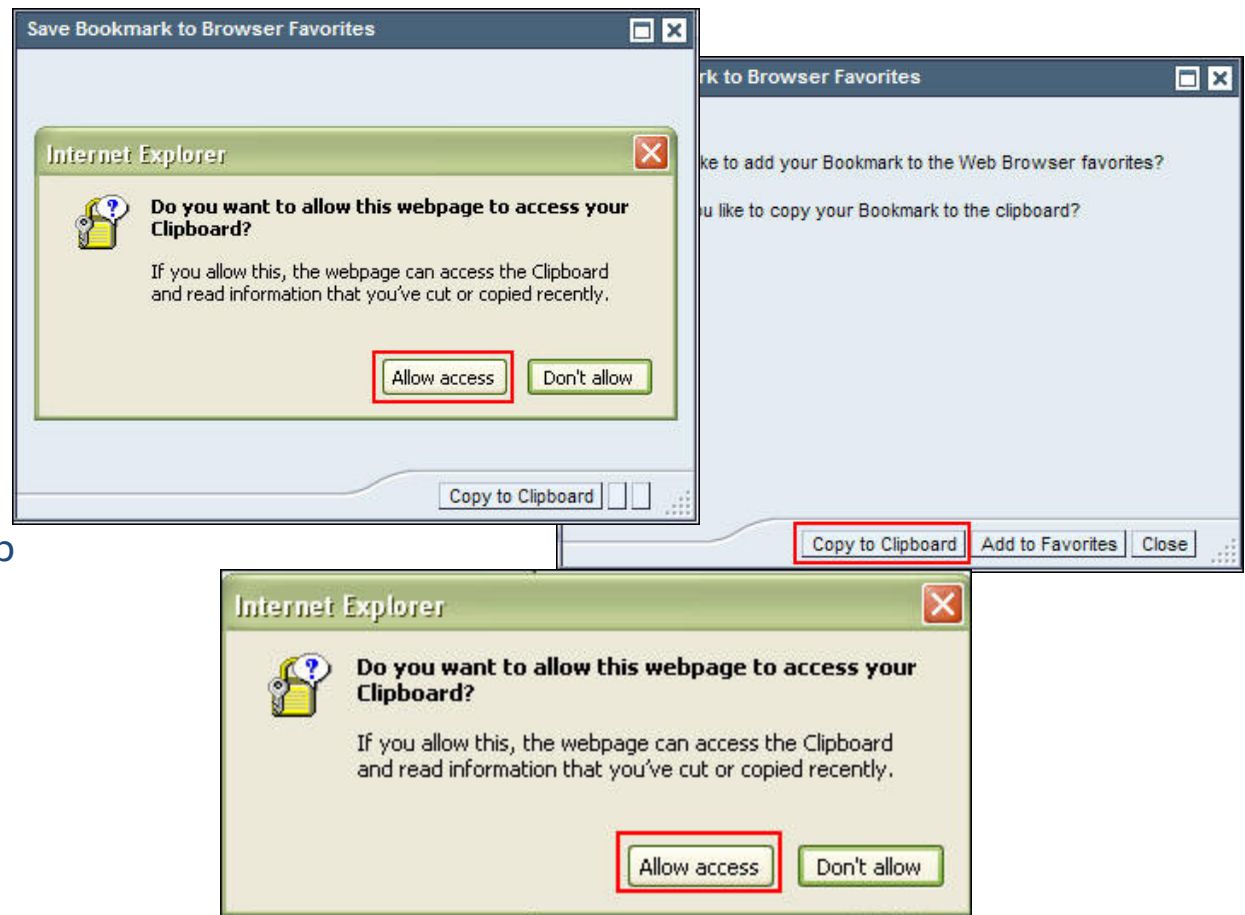
3. To delete the Bookmark, access your Favorites → Bookmark → Right Click → Delete



Bookmark

This option copy's a link for the Bookmarked report to your Clipboard.

1. Select “Allow access”:
2. Select “Copy to Clipboard”:
3. “Do you want to allow...popup is displayed again. Select “Allow access”:
4. The Bookmark link is now copied to your Clipboard and ready to paste into a document or email.

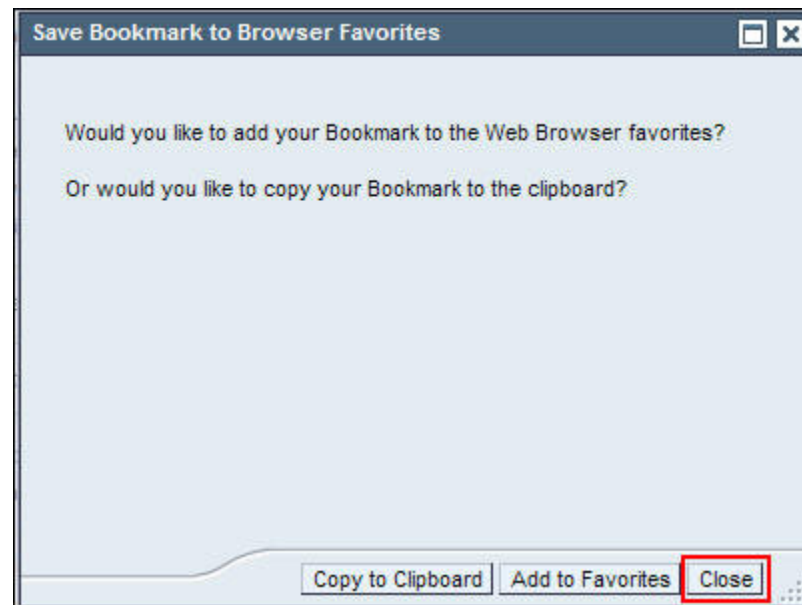


Bookmark

Bookmark:

https://myhrms.wa.gov/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fcom.sap.pct!2fplatform_add_ons!2fcom.sap.ip.bi!2fiViews!2fcom.sap.ip.bi.bex?BOOKMARK=DEGHR5ZPOIJEUX24I11T2OSY

Once you have copied your Bookmark link to your Clipboard, select “Close” to exit the “Save Bookmark to Browser Favorites” popup.



Sorting

BW/BI Financial reports were designed to provide the user with flexible reporting options. BW/BI Financial Reports allow the user to Sort data using the Context Menu.

The example below uses the Position Cost report to show how to sort the Employee Characteristic by Name rather than Key.

To Sort the report results by Job Name:

1. In the report results, click on any item in the Employee results to open the Context Menu.
2. Select Sort Employee → Ascending by Text.

Biennium ↕	Employee ↕	Cap.Utilization Lvl ↕	Agency ↕
2009		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/102

Back	▶
Goto	▶
Filter	▶
Change Drilldown	▶
Broadcast and Export	▶
Save View	
<hr/>	
Properties	▶
Calculations and Translations	▶
Documents	▶
Sort Employee	▶

Ascending by Text
✓ Descending by Text
Ascending by Key (Internal)
Descending by Key (Internal)

Results are sorted by the Employees last name in Ascending order

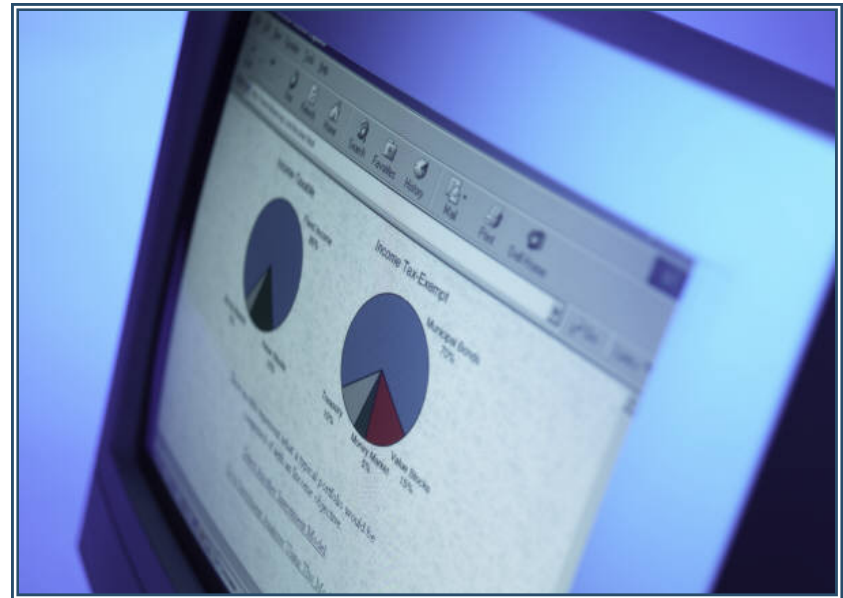
Biennium ↕	Employee ↕	Cap.Utilization Lvl ↕	Agency ↕	Sub-Agency ↕
2009	30000134 Aardvark, David A.	100.00	2009/111	2009/111/0
	30000135 Appletree, Susie Q.	100.00	2009/111	2009/111/0
	30000136 Austrailia, Robert	100.00	2009/111	2009/111/0
	30000137 Buffalo, Cody	100.00	2009/111	2009/111/0
	30000138 Crabapple, Tanya	100.00	2009/111	2009/111/0
	30000139 Donte, Peter	100.00	2009/111	2009/111/0

Using the Goto Command

The Using the Goto Command section provides an overview of the Goto command functionality and includes a list of BW/BI Financial reports with Goto sub reports.

Topics covered in this section include:

- Using the Goto Command



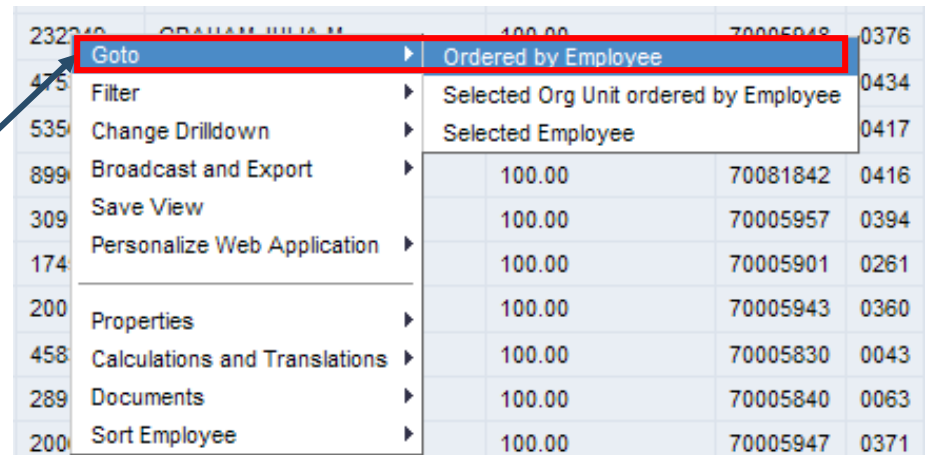
Using the Goto Command

BW/BI Financial reports were designed to provide the user with flexible reporting options. BW/BI Financial Reports contain sub reports that are accessible from the main report results. The Goto Command allows the user to access sub reports from the context menu.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Goto command to run a sub report.

To use the Goto command:

1. From the report results, click any item in the results (in this example, the personnel number was click).
2. Click Goto → Ordered by Employees.



The screenshot shows a context menu overlaid on a report table. The 'Goto' option is highlighted in blue, and its sub-menu is open, showing 'Ordered by Employee' also highlighted in blue. Other options in the menu include Filter, Change Drilldown, Broadcast and Export, Save View, Personalize Web Application, Properties, Calculations and Translations, Documents, and Sort Employee. The background table shows report data with columns for personnel number, name, amount, and various organizational identifiers.

Personnel Number	Name	Amount	Org Unit	Employee ID
232340	GRAHAM, JILLIA M	100.00	70005948	0376
475				0434
535				0417
899		100.00	70081842	0416
309		100.00	70005957	0394
174		100.00	70005901	0261
200		100.00	70005943	0360
458		100.00	70005830	0043
289		100.00	70005840	0063
200		100.00	70005947	0371

Result: The “Ordered by Employee” sub report results are displayed.



The screenshot shows the full report interface. The title is 'Distribution of Payroll and Related Costs - Ordered by Emplo'. The 'Display As' dropdown is set to 'Table'. On the left, there are expandable sections for 'Columns' (containing 'Key Figures') and 'Rows' (containing 'Biennium', 'Employee', and 'Position'). The main table displays data for the year 2009, organized by employee. The first row is highlighted in yellow.

Biennium	Employee	Cap.Utilization Lvl	Position	Agency	Sub-Agency	Organizational Unit	Fund
2009	30000135 Doe, Jane P.	100.00	70005948	2009/111	2009/111/0	AA	2009/415

Using the Goto Command

The table below contains a list of BW/BI Financial Reports that provide Goto sub reports.

Report Name	Goto Report
Distribution of Payroll and Related Costs Report ZZPY_C51_Q180	<ul style="list-style-type: none">➤ Ordered by Employee➤ Selected Org Unit Ordered by Employee➤ Selected Employee
Position Cost Report ZZPY_C51_Q450	<ul style="list-style-type: none">➤ Employees Charged to Position
Who Charged Report ZZPY_C51_Q901	<ul style="list-style-type: none">➤ Who Charged Report Detail for selected Organization Index➤ Who Charged Report Detail